



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
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#00-1

TO: All Department and School Fiscal Officers
FROM: Clifford B. Edwards, Director
DATE: July 1, 1999
SUBJECT: I. MONTHLY DFMS CLOSE-OUT SCHEDULE FOR FY 00
II. AGENCY RECONCILIATIONS

I. MONTHLY DFMS CLOSE-OUT SCHEDULE

The following is being provided to assist you in the timing of the monthly DFMS closing.

Documents received and processed by the Division of Accounting through the dates listed below will be included in the processing for the month indicated, providing the document transaction date is that month. Documents processed with a transaction date of the new month will be included in the new month.

To help in your monthly reconciliations, documents not received by the Division of Accounting by 10:00 a.m. on the below Document Due Dates, should be entered with a document "transaction date" of the following month - with the exception of the CR document.

FY 00 CUT-OFF DATES

<u>Month</u>	<u>Document Due Date</u>	<u>Last Day of Processing</u>
Jul 99	07-30-99	08-04-99
Aug 99	08-31-99	09-03-99
Sep 99	09-30-99	10-05-99
Oct 99	10-29-99	11-03-99
Nov 99	11-30-99	12-03-99
Dec 99	12-30-99	01-05-00
Jan 00	01-31-00	02-04-00
Feb 00	02-29-00	03-03-00
Mar 00	03-31-00	04-05-00
Apr 00	04-28-00	05-03-00
May 00	05-31-00	06-02-00
Jun 00	06-30-00	07-05-00

